



**COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION**

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**Filing Requirements  
for  
TENTATIVE PARCEL MAP**

**A. PURPOSE**

The purpose of a Subdivision application is to regulate and control the division of land, and to enforce the provisions of the City's Subdivision Ordinance (Title 17 of the Municipal Code). These provisions are deemed necessary for the preservation of the public health, safety and general welfare, to promote open space, conservation, protection, and proper use of land and insure provisions for adequate traffic circulation, utilities and services.

**B. FILING REQUIREMENTS**

1. Initial Submittal
  - a. Uniform Application.
  - b. **Seven (7)** full size sets of submittal plans (see section C)
  - c. **Eight (8)** sets of submittal plans reduced to 11" x 17" in size
  - d. Environmental Assessment
  - e. Other reports (see section D)
  - f. Public Hearing Noticing Requirements (see section E)
  - g. Public Notice/Project Identification Sign (refer to Plan Specification Handout for details and requirements)
  - h. Filing Fees (see Fee Schedule attached to the Uniform Application)
  - i. Proof of filing for Development Agreement, pursuant to Residential Development Control System Allocation, if the map is a Residential Map
2. Final Submittal
  - a. **One (1)** additional full size set of submittal plans
  - b. **Eight (8)** additional sets of submittal plans reduced to 11" x 17" in size
  - c. **One (1)** 8 1/2" x 11" reduced copy of each sheet of the submittal plans

C. **SUBMITTAL PLANS REQUIRED** (See Plan Specification Handout for details required on plans)

1. Tentative Map
2. Conceptual Grading Plan

D. **OTHER REPORTS**

Any other data or reports deemed necessary by the Community Development Department.

E. **PUBLIC HEARING NOTICING REQUIREMENTS**

1. Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
2. One set of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
  - Use stamps, **do not use postage meter**
  - Be sure to include Assessor's Parcel Number **above** owner's name
  - Do not put return address on envelopes
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application